

## **SECTION J - CADET PERSONNEL**

### **CHAPTER 1 CADET RECEPTION**

1. **GENERAL.** Upon arrival at Advanced Camp, cadets will report to the Holding Company if reporting early or to their assigned regiment on the authorized report day. Cadets will drop their baggage and gear at the regimental area and, with required paperwork, will be marched to the Cadet Inprocessing Point, Bldg. 9D40 to be inprocessed.

#### **2. RESPONSIBILITIES.**

##### **a. RM.**

(1) Ensure Advanced Camp representatives meet cadets arriving at SeaTac.

(2) Ensure the representatives at SeaTac man the ROTC Transportation Desk (RTD) located in the baggage area of the main terminal from 0700-2200 daily. This staffing will begin two days before the first regiment is scheduled to arrive through one day after the last regiment reports.

(3) Arrange necessary transportation to get cadets from SeaTac to the holding company or appropriate regimental area.

##### **b. Cadet Personnel Division (CPD).**

(1) Ensure staff representatives meet all cadets at the Cadet Reception Point, Bldg. 9D40.

(2) On Day 1 all arriving cadets will be completely inprocessed excluding the Accession Photo. After inprocessing cadets will be escorted back to the regimental area by TAC Officers/NCOs to their regiment.

(3) Accession Photos will be scheduled on day four.

##### **c. Regiment.**

(1) Arrange to feed arriving cadets as required in coordination with CPD's inprocessing schedule and with RM.

(2) Ensure compliance with the inprocessing schedule established by CPD.

#### **2. REPORTING TIME FRAME.**

a. Cadets may report up to 24 hours early, but Advanced Camp pay will not start until the report date annotated on their Advanced Camp Travel Orders. Normally, cadets will not be accepted more than 24 hours ahead of their established reporting date unless prior approval has been obtained.

b. Cadets arriving early will be furnished billets and meals by the Holding Company.

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3. **INITIAL ARRIVAL.** Cadets will arrive at Advanced Camp using various means of transportation, POV, Commercial Airlines and Commercial Bus.

a. **POV.** Cadets arriving by POV will park their vehicles in the designated parking area **at the Regiment**. After receiving a briefing, the driver and any passengers will be directed to unload their baggage in a specified area. The drivers will be instructed to register the vehicle at the Regiment after inprocessing.

b. **Commercial Transportation:**

(1) **AIRPLANE.** Cadets should schedule flights to arrive at SeaTac airport between the hours of 0630 to 1500. Upon arrival, they will report to the ROTC Transportation Desk (RTD) located at the south end of the terminal. Advanced Camp representatives who will arrange transportation to Advanced Camp will meet cadets at this location. Transportation from SeaTac will take the cadets directly to their assigned regiment or if reporting early, to the Holding Company.

(2) **BUS.** Cadets arriving at the Fort Lewis Bus Station will contact the TOC, (253) 967-1767/6449 for transportation to Advanced Camp. Appropriate signs are posted by Camp Logistics (Transportation) at the post bus station with instructions and phone numbers for cadets to follow to secure transportation to the Advanced Camp area.

### **4. LATE ARRIVALS.**

a. If cadets report to camp late (but before 1000 hours on Day 2), and are still able to meet established medical scheduling requirements, they will be sent directly from CPD to MAMC to complete their medical examination. This course of action will be held to a minimum.

b. If cadets report after 1000 hours on the day of the scheduled physical examination, or are unable to meet the medical scheduling requirements, they will be held at the Holding Company and recycled into the next regiment.

## **CHAPTER 2 CADET INPROCESSING**

### **1. GENERAL.**

a. All cadets must be inprocessed through the Cadet Personnel Division (CPD), Bldg. 9D40, receive a complete medical examination, complete Regimental processing and be issued clothing/equipment from CIF prior to starting training. The inprocessing phase will take approximately three days (CPD inprocessing, Regimental inprocessing, and Physical Exam)

b. The personnel inprocessing point will be manned 24 hours a day by representatives of CPD. All cadets will be briefed on inprocessing procedures,

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furnished their unit of assignment, issued a cadet inprocessing card (Figure J-1), and completely inprocessed on Day 1, with the exception of the Accession Photo.

- c. During inprocessing, appropriate travel attire is permissible.

### **2. RESPONSIBILITIES:**

#### **a. RM.**

- (1) Schedule transportation to and from MAMC to accomplish cadet medical examinations.

- (2) Arrange to feed cadets engaged in various phases of inprocessing conducted in other than the regiment area.

#### **b. Cadet Personnel Division.**

- (1) Establish an inprocessing schedule.

- (2) Ensure each cadet is inprocessed, in accordance with paragraph 3 of this chapter, within the established time frame.

- (3) Ensure MAMC gives all cadets a complete medical examination and all Standard Forms 88 are stamped with the airborne qualification.

- (4) Provide orientations and accomplish appropriate processing for all cadets scheduled for Cadet Professional Development Training after camp. [Cadet Troop Leader Training (CTLT), Drill Cadet Leader Training (DCLT), Airborne, Air Assault, Northern Warfare Training Center (NWTC), Mounted Maneuver Training (MMT)], Cadet Intern Program (CIP), Advanced Individual Academic Development (AIAD), and Nurse Summer Training Program (NTSP).

- (5) Advise Regiments, by name, of cadets prohibited from participating in training due to medical profiles, medical disqualification or incomplete physical examinations.

- (6) Assemble and issue necessary inprocessing forms with appropriate instructions to each Regiment during the CPD orientation on inprocessing procedures. Each regiment's administrative personnel will be briefed at CPD, Bldg. 9D40, a minimum of one day prior to the start of each cycle. A schedule of the orientations will be published and distributed to the Regiments.

#### **c. Regiment.**

- (1) Follow the processing schedule established by CPD.

- (2) Complete administrative inprocessing at unit level without interruption of cadet physical examinations and other inprocessing conducted by CPD.

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(3) Ensure cadets complete all phases of inprocessing, to include physical examination, prior to commencement of training. Any questionable cases will be referred to CPD.

(4) Ensure no cadets that have not been inprocessed by CPD are inprocessed into the regiment. This requirement must be strictly enforced for cadet strength accountability.

(5) Ensure their Administrative NCOs provide CPD a cadet status report (HQ4RAC Form 4) by 0600 every morning of the respective cycle beginning the second day the regiment commences.

(6) Establish effective accountability procedures to monitor the status of inprocessing cadets, to include completed phases, and maintain strict accountability of all cadets reporting to their unit. This will include verification of cadet personnel rosters.

(7) Provide cadre members to escort cadets from Cadet Personnel at Bldg. 9D40 to the regimental area.

**(8) Ensure the Regiment will be manned on a 24-hour basis during inprocessing.**

(9) Ensure each cadet completes and receives an accessions photograph (See Section J, Chapter 11.

(10) Provide six (6) regimental personnel to assist MAMC personnel in conducting height/weight verification in conjunction with the physical exams.

(11) Obtain a flight physical roster from CCIMS and ensure that those cadets fast after 1800 hrs on the day preceding their physical.

3. **PROCEDURES.** The following will occur during cadet inprocessing at CPD:

a. **INITIAL BRIEFING.** All cadets will be briefed by CPD in Bldg. 9D32 concerning the following:

- CPD's inprocessing
- Medical examination and consultations
- Procedures if found overweight
- Follow-on Training
- Yearbook availability and cost

b. **ID CARD/ID TAG REVIEW.** The cadet's Reserve ID card and identification tags will be checked to ensure validity. If the cadet has not been issued an ID card or ID tags, one will be made at this station. During camp if a cadet loses his/her ID card/tags, notify CPD to obtain a replacement.

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c. **STATS.** Each cadet's specific information will be entered into the Advanced Camp database and all personnel information in the database will be verified.

d. **TRAVEL.** If a cadet arrives with a return GTR, it will be taken from him/her and secured for the duration of camp at CPD. All other cadets will complete a travel request, which allows Carlson/Wagonlit travel office to make their final travel arrangements and travel to follow on training sites.

e. **YEARBOOK.** Cadets may purchase an Advanced Camp yearbook at this station at a cost of approximately \$25. The vendor will take orders during inprocessing. Payment can be made by personal check, cash, or money order at the time of order.

f. **RECORDS REVIEW.** Review of the cadet personnel record will be conducted at this station. Cadets who do not have a completed DD Form 93 or SGLV Election Form will complete one at this time. The first half of DD Form 1351-2, Travel Voucher (travel itinerary) will be completed and administrative data will be verified at this station.

g. **ACCESSION PHOTOS.** See Chapter 11 of this section.

### 4. MEDICAL EXAMINATIONS.

a. All cadets attending Advanced Camp must take a complete medical examination. Cadet medical examinations are a priority function of the inprocessing phase since cadets cannot take the APFT or commence training until they have been found medically qualified for camp.

b. During the medical examination, cadets must wear PT uniform. In case of bad weather, cadets may wear their Army PT sweats over their PT shorts and shirt. Additionally, all cadets must have a picture ID card with them during the examination, eye glasses, if required, shot records, **box lunch**, and any miscellaneous medical documents they may have in their possession.

c. Cadets will undergo height and weight verification at MAMC. Cadets not meeting the initial height/weight screening will be taped IAW AR 600-9 by the regiment.

d. Cadets will not do any strenuous exercise (PT, running, pushups, etc.) within one hour of the time they are scheduled to report for their physicals.

e. Regiments will ensure cadets who have not completed their medical examinations remain readily available in the unit areas. Cadets should be reminded not to consume food and drinks containing a high sugar content prior to the medical examinations. Further, cadets will not be sent to CIF for issuance of clothing and equipment until medical examinations have been completed or approval is received from CPD.

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f. Any cadet scheduled to receive a flight physical cannot eat after the evening meal prior to the examination, until the physical is complete. As a reminder, only those cadets with valid AFAST scores, 90 or above, will be authorized a flight physical.

g. Cadets scheduled to go to the Cadet Care Clinic or to a consultation in the morning, or at noon on any day, should be fed prior to reporting to the assembly area. Regimental cadre will ensure arrangements are made to feed cadets who are processing through the noon and evening meals who did not eat prior to reporting for processing. There will be requirements to furnish all cadets box lunches during the medical examination process and consultations. The medical liaison officer (MLO) will coordinate with the units on issuing box lunches.

h. The medical examination consists of four phases.

(1) The first phase will be the medical urinalysis conducted in the Regiment area on the cadets' reporting day. The Regiment cadre and CPD SGM will ensure cadets are ready for the test and will assist the lab urinalysis team as necessary.

(2) The second phase will be the administration of the physical examination.

(a) The assembly area for the second phase of the medical examinations will be in the regimental area. The start time for cadets to report at MAMC is usually 0530 hours on Day 2 of the regiment training schedule. However, this will be coordinated/confirmed between the CPD Sergeant Major and responsible personnel in the regiments, depending on the Master Training Schedule for each regiment.

(b) The examination will be given at the Madigan Army Medical Center. Silversides and/or buses will be coordinated by the regiment through RM Transportation.

(c) The first group of cadets will include those for flight physicals up front. All groups will depart the Regimental area in 20-minute intervals.

(d) A Regimental cadre (TAC member) must be on each Silverside or bus and escort cadets from the Regimental area to Madigan. Two cadre should remain at Madigan to escort cadets back to the Regimental area once the physicals are completed.

(e) Madigan personnel will manage the flow of cadets. TACs should post themselves at the final station and keep accountability and gather cadets for their return back to the regimental area. The first physicals should be completed by 1000 hours and the first group of cadets will return to the Regimental area approximately 1100 hours.

(3) The Third phase will be consultations for select cadets. Consultations will begin at 1300 hours on the same day of the medical examinations. Some cadets will be required to have subsequent consultations, which should be scheduled to minimize lost training time. The morning of Day 3 will also be used for consultations.

(a) Names of cadets requiring follow-up consultations will be furnished to regiments by CPD as they become known. They will be instructed to report to the

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Cadet Care Clinic or CPD at a specified time for transportation to Madigan Army Medical Center or other medical facilities. These consultation appointments must be met so that the medical examination can be completed and final determination can be made on a cadet's medical qualification in a timely manner.

(b) CPD will furnish each unit a listing of cadets that are temporarily precluded from taking the APFT/participate in training due to incomplete medical examination, pending medical waivers, medical disqualification's or profile limitations. This listing will be available to the unit prior to the initial APFT.

(c) Cadets who have undergone a flight physical are required to report to CPD at 0630 for two consecutive days following their flight physical exam to have their blood pressure checked by medical personnel. Regiments will ensure these cadets report as required.

(4) The final phase will be the drug urinalysis conducted in the Regiment area on the day/time specified on the Regimental Training Schedule. The Regiment cadre and CPD SGM will ensure cadets are ready for the test and will assist the urinalysis team as necessary. It will take approximately 3 weeks before the results of the drug test become available. If a cadet tests positive, he/she will be immediately released from camp.

i. Cadets who have been found medically disqualified will not participate in training until a final determination is made as to whether or not a medical waiver will be granted; or the cadet is to be sent home. CPD will keep the Regimental TAC Officer and Region Liaison Officer advised on all cadets found medically disqualified. Cadets found medically disqualified must be held readily available in the unit area until final disposition of their case has been determined.

j. The Cadet Command Medical Waiver Review Board (MWRB) will convene to review the cases of all cadets that have been found medically disqualified. The MWRB will make final determination as to whether or not a cadet should be granted a medical waiver, or if the cadet is to be released from camp. Refer to Chapter 4 of this section for more information concerning the MWRB.

### **CHAPTER 3 CADET PAY**

1. General. Cadets will be paid for the duration of Advanced Camp and certain follow on training they are attending. All cadet Advanced Camp and subsequent payments will be made using Electronic Funds Transfer (EFT). Transactions will be made using EFT on the 1st and 15th of every month while at Advanced Camp.

2. Partial payments are not authorized and will not be conducted.

3. Cadets experiencing pay problems, or in emergency situations, will use their chain of command to HQ, Cadet Command of the problem.

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### CHAPTER 4 MEDICAL WAIVER REVIEW BOARD

1. During the medical examination process a determination is made on each cadet as to whether or not they are medically qualified/disqualified for camp attendance and commissioning. This determination must be made prior to any cadet taking the APFT and starting training.

2. Cadets who have medical conditions that are questionable or appear to be disqualifying are further screened and scheduled for consultations, if required. The Cadet Personnel Division (CPD) is telephonically notified by the Physical Examination Section at New Madigan of medical disqualifications after consulting with the Chief of the Physical Exam Section (PES).

Sufficient information is furnished telephonically for appropriate notifications of the Region Liaison Officer (LNO) by the CPD representative (normally, the Cadet Actions Officer) as follows:

- a. Cadet's name and SSN
  - b. Regiment
  - c. University or College
  - d. Condition
  - e. Whether or not cleared for physical training
3. Once a cadet is called to appear before the MWRB, the Regiment, Region LNOs, and Commandant of Cadets (CoC) will be informed by CPD. Arrangements will then be made by the Region LNO to have either the Military Institutional Representative (MIR) or the Region LNO (if a school MIR is not available), to appear before the board with the cadet. Dates and location of the board will be published by CPD prior to the Board Convening.
4. The board will then make a determination of the cadet's medical status. If the board determines that the cadet is medically disqualified, the board will categorize the disqualification into one of the following four categories:
- a. **Permanent Disqualification (PDQ):** Permanent medical condition for which no waiver is authorized. In this case, the cadet is sent home and subsequently disenrolled from Army ROTC.
  - b. **Permanent Waiver Granted (PWG):** Permanent medical condition for which a waiver is approved, provided the cadet requests and is granted a medical waiver to remain in camp, be retained in the ROTC program, and subsequently commissioned.
  - c. **Temporary Waiver - Remain in Camp (TSC):** Temporary or remedial conditions for which a medical waiver is approved to allow the cadet to complete camp. Subsequent to completion of camp, cadets in this category must ensure their



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remedial condition is corrected as soon as possible and their case will be reevaluated by the Cadet Command Surgeon prior to 15 December, or they will be subject to disenrollment.

d. **Temporary Waiver - No Camp (TSH):** Temporary or remedial condition for which a medical waiver is not authorized for the purpose of completing camp. Cadets in this category will be sent home and must get the remedial condition corrected and be reevaluated by the Cadet Command Surgeon by 15 December. The cadet will either be granted a permanent waiver or be disenrolled from ROTC.

5. The MWRB can also recommend that further consults are needed and in these cases the cadet will reappear before the board at a later date.

6. Once the MWRB renders a decision, it will be immediately passed through CPD to the Regiment with any additional instructions, as required.

7. If subsequent to completion of cadet medical examinations and departure of the MWRB, cadets become medically disqualified due to injury, illness, consultations, medical tests, etc., the final determination in these cases is normally made by the Chief, Medical Examination Section in coordination with the Cadet Command Surgeon, if necessary.

### CHAPTER 5 MEDICAL CLAIMS AND MEDICAL CLAIM REPORTING

1. **PURPOSE:** To provide guidance, define procedures and establish responsibilities pertaining to medical claims and medical claims reporting.

2. **GENERAL:** In accordance with CC Pam 145-4, Appendix P, medical claims for cadets incurring disease, illness, injury or death while at Advanced Camp or traveling to, or from, will be submitted to the Office of Worker's Compensation Programs (OWCP), under the Federal Employee's Compensation Act (FECA).

3. **RESPONSIBILITIES:** When an injury, illness, or aggravation of a disease, which appears likely to require prolonged treatment after camp, result in future disability, or appears likely to result in permanent disability is incurred, the following actions will be taken:

#### a. **CADET:**

(1) Report any illness, injury, or disease sustained to the respective TAC Officer and Regimental Medical Claims Officer (RMCO).

(2) Furnish data to Regimental Claims Officer to complete all necessary forms and other required documentation.

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(3) Sign all necessary forms such as Forms CA-1 (Figure J-2) or DA Form 5006-R (Figure J-3). DA Form 5006-R must be completed in order to obtain medical information in the cadet's behalf.

(4) Follow up on claims as required.

(5) The final determination of whether or not a claim to OWCP is submitted is the responsibility of the individual cadet.

### **b. REGIMENTAL MEDICAL CLAIMS OFFICER (RMCO):**

(1) Assist the cadet in completing Forms CA-1 (for accidental injury) or CA-2 (for serious illness); or, if the cadet is unable to complete the forms, obtain the information from the cadet, complete the applicable form(s), and if possible obtain the cadet's signature.

(2) Obtain a Line of Duty Statement from the Regimental TAC Officer (RTO) (Figure J-4 and Figure J-5).

(3) Obtain signed DA Form 5006-R from the cadet and forward with the medical claim.

(4) Submit the completed Medical Claim to the Cadet Personnel Division's Medical Claims NCO within 48 hours of the time of injury. In many cases, this 48-hour suspense may be unreasonable. If this is the case, notify CPD of the circumstances.

(5) Inform the cadet of the responsibility to notify respective PMS and follow-up on claim action.

(6) Maintain accurate information and files on medical claims.

### **c. CADET PERSONNEL DIVISION (CPD):**

(1) Provide supervision and guidance in the operation of the medical claims program.

(2) Obtain required medical documentation to substantiate the medical claim.

(3) Coordinate with medical authorities at Madigan Army Medical Center on cases that might result in a claim.

(4) Ensure proper disposition of completed medical claims.

## **4. PROCEDURES FOR PROCESSING POSSIBLE CLAIMS:**

a. When a cadet is injured or a condition exists wherein a claim is required, the Regimental Medical Claims Officer prepares the following:

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- (1) One copy of Form CA-1 or CA-2 with the RTO's and Cadet's signature and respective dates.
  - (2) One copy of a Line of Duty Statement prepared by the RTO with his signature.
  - (3) One copy of the Medical Claims Checklist (Figure J-6) for submission with each Medical Claim.
  - (4) A file folder with cadet's name, SSN, Regiment, and cadet's school, with the completed medical claim enclosed.
- b. Cadet Personnel Division will distribute the completed Medical Claim as follows:
- (1) The original claim will be mailed directly to the Department of Labor.
  - (2) One copy retained as a file copy.
  - (3) One copy sent to the cadet's PMS.
  - (4) One copy sent to HQ, Cadet Command.
  - (5) One copy furnished to the cadet.

### CHAPTER 6 VOLUNTARY WITHDRAWALS

1. **GENERAL.** Follow the procedures listed below for cadets who elect to withdraw from camp.
2. **THE CADET'S ANNOUNCEMENT.** Usually a cadet will exhibit some form of outward manifestation prior to announcing intent to withdraw. Cadre members should anticipate a withdrawal announcement whenever a cadet disassociates himself from his contemporaries. Upon announcement of a desire or intent to withdraw, the PTO will counsel the cadet.
3. **PLATOON LEVEL COUNSELING.** The Platoon TAC Officer (PTO) will prepare for the counseling session by reviewing the cadet's performance record and identifying the items to be recorded on the record of interview (see para 7). The PTO will counsel the cadet; attempting to identify the cause of the desire to withdraw, and attempt to reconcile the cadet's view with the camp requirements. If in the professional judgment of the PTO, the cadet has the ability to complete Advanced Camp at an acceptable level and would be an asset to the Army Officer Corps the PTO will seek a commitment from the cadet to continue to pursue camp completion. If the cadet furnishes such assurances, the PTO will complete a record of the counseling session and retain it for future use. If the cadet refuses to furnish any assurance of remaining and trying to complete the camp, the PTO will obtain the cadet's assurances that he will not depart without an interview with the RTO. After the session, the PTO will complete a record of his counseling with the cadet (Figure J-8). This record will contain, as a minimum, the items and subjects outlined in paragraph 7. The PTO will then personally arrange counseling sessions with the CTO and the

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RTO. The PTO's record will be furnished to the CTO and RTO prior to their counseling session with the cadet.

**4. THE COMPANY AND REGIMENT TAC OFFICERS' COUNSELING SESSIONS.** The CTO and RTO will prepare for the counseling session by reviewing the PTO's counseling record, the cadet's record at camp, consulting with other cadre members, cadre from the cadet's battalion (if available at camp), and by reviewing the items to be covered in the counseling record they will have to complete after the session. The counseling sessions will not be confrontational or develop into an adversarial relationship. They will attempt to draw from the cadet a complete description of the cause of his desire to leave camp. Take care to identify any pretext or arguments used by the cadet to mask the real cause for the cadet's intended departure. If upon review, in their professional opinion, the CTO and RTO think that the cadet has the potential to be an asset to the Army, they will attempt to seek the cadet's commitment to complete Advanced Camp. If such a promise is obtained, they will complete a counseling record, attach that record to the PTO's counseling record, and retain both until the end of camp. If such a promise cannot be obtained, they will obtain a promise from the cadet that he will not depart without an interview with the Commandant of Cadets (CoC), then complete a record of counseling similar to that prepared by the cadet's PTO (Figure J-7) and personally arrange a prompt session with the Military Institutional Representative (MIR).

**5. MILITARY INSTITUTIONAL REPRESENTATIVE (MIR) COUNSELING SESSIONS.** The MIR will prepare for the counseling session by reviewing the counseling records, the cadet's record at camp, and by reviewing the items to be covered in the counseling record they will have to complete after the session. The counseling sessions will not be confrontational or develop into an adversarial relationship. They will attempt to draw from the cadet a complete description of the cause of his desire to leave camp. The goal of this session is to have the cadet agree to complete camp; however, if this fails, complete the counseling record and forward it to the CoC.

**6. THE COMMANDANT OF CADETS' COUNSELING.** The Commandant of Cadets has the responsibility to seek the cadet's successful completion of the camp. Failing that attempt, he must ensure that there is a full and complete file reflecting the events surrounding the cadet's informed, knowing, and wholly free decision to willfully breach the terms of either the scholarship or non-scholarship contract. The CoC will prepare for the counseling session by reviewing what will be necessary in the counseling record (para 7 below), reviewing the contents of the cadet's file, the counseling records of the PTO, CTO, and RTO, and other information available from the cadre of the cadet's battalion. The session with the cadet will be non-confrontational. Every effort will be made to draw from the cadet an accurate account of the circumstances that caused the cadet to want to withdraw from the camp. The CoC will attempt to reconcile the cadet's view with the camp requirements. The CoC will use his professional judgment in determining the cadet's ability and desire to complete camp. If a commitment to complete camp cannot be obtained, the CoC will then explain the consequences of a voluntary withdrawal from camp. This will include the expressed statement that a voluntary withdrawal is ordinarily a willful breach of contract, resulting in a call to active duty in an enlisted status. The signature of the cadet to this acknowledgment will be obtained (see attached Statement of Understanding, Figure J-8). If the cadet promises to attempt to complete the camp, the CoC will retain the documents until the end of camp.

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7. **THE COUNSELING SESSION.** The primary purpose of the session is to secure the cadet's completion of the camp. A secondary purpose of the session is creation of a factual foundation showing that the cadet withdrew voluntarily and knowingly.

a. Accordingly, counseling officers will:

(1) Observe the emotional condition of the cadet, noting whether the cadet's views are based on real problems, perceived problems, or pretext.

(2) Note what compromises or explanations were offered to the cadet in an effort to solve the cadet's problems.

(3) Note the cadet's reply, identifying whether the reply evidences intransigence or a willingness to work matters out.

(4) Advise the cadet that withdrawal could be considered not only a breach of contract but also a willful evasion of the responsibility to serve as an officer.

(5) Note the cadet's response to this information.

b. The counseling record should conclude with an analysis of the cadet's performance at camp and reach a documented conclusion on whether the cadet would have successfully completed the camp, had the cadet really tried to succeed.

c. If the cadet appears to lack the necessary motivation, attitude, and potential for an officer, the counseling officers should document this judgment and may recommend approval of withdrawal or dismissal from the camp.

8. If at the conclusion of the CoC's counseling, the cadet remains adamant in his desire to leave the camp, the cadet, the CoC, and one witness will sign HQ4RAC Form 35, Statement of Understanding by Cadet Withdrawing from Camp (Figure F-9).

9. After signing the statement of understanding, along with the other records of counseling, the CoC will forward the request to the Camp Commander who will make the final decision (Figure J-10). Upon approval, the request will be forwarded to the Cadet Personnel Division who will in turn notify the Regiment to begin outprocessing, place the packet in the cadet's camp file and return the file to the cadet's battalion commander.

10. Upon return to the campus the battalion commander will initiate the necessary action to disenroll the cadet from the program.

## CHAPTER 7 CADET EMERGENCY LEAVE PROCEDURES

1. **GENERAL.** The procedures described are designed to facilitate the administration of cadet emergency leaves. After emergencies are verified (by the Red Cross), these procedures will further ensure cadets depart promptly from camp, attend to the emergency, and return to camp as quickly as possible to resume training.

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2. **DEFINITION.** Cadet emergency leave is the temporary authorized absence of a cadet from Advanced Camp because of death, serious illness, or serious injury in a cadet's family or other compassionate reasons. A cadet who departs on emergency leave is expected to return to Advanced Camp after attending to the emergency.

### **3. INITIAL NOTIFICATION OF AN EMERGENCY.**

a. Any cadre member of the chain of command could conceivably receive initial notification of an emergency. Regardless of his position within the chain of command, the cadre member receiving the initial notification will complete an Emergency Notification Worksheet (Figure J-10). If notification is received during non-duty hours, the receiving officer or NCO of the day will complete the worksheet.

(1) If the initial notification is made by a representative of the American Red Cross, the cadre member will so state on the "Name of Caller" line of the worksheet beside the actual caller's name.

(2) If the initial notification is not made by a representative of the American Red Cross, the cadre member will ask the caller to contact his local Red Cross chapter. In addition, the cadre member will provide the caller with the telephone numbers of the Fort Lewis Red Cross for use by his local chapter. The emergency telephone number for the Fort Lewis Red Cross is (206) 967-7686 during duty hours, and (206) 967-7315 during non-duty hours. The cadre member will also alert the Fort Lewis Red Cross of the expected emergency verification.

b. In those cases where a cadet is notified directly of an emergency by someone outside the camp, such as a family member, the first cadre member to learn of the incident will prepare an Emergency Notification Worksheet as completely as possible. The cadre member will instruct the cadet to have the notifier contact his local Red Cross chapter, and will alert the Fort Lewis Red Cross, in the same manner prescribed in paragraph 3a(2) above. The cadet is authorized to make an official long-distance telephone call to request Red Cross verification.

4. **INFORMING THE CAMP CHAIN OF COMMAND AND STAFF.** The cadre member who is initially notified of an emergency and completes the Emergency Notification Worksheet will pass the information as quickly as possible through the regimental cadre chain of command. During duty hours, the RTO concerned will then pass the information to the Cadet Personnel Officer, the Camp Chaplain, MIR, and SGS. The SGS will notify the appropriate camp Headquarters personnel. During non-duty hours, the RTO or his representative will pass the information to the Tactical Operations Center (TOC). The information may be transmitted telephonically if necessary.

### **5. INFORMING THE CADET.**

a. If the cadet concerned has not already been informed of the emergency by someone outside the camp, the RTO will do so. The RTO will coordinate to have the cadet's MIR present when informing the cadet. In cases involving the death of a family member, the RTO will also arrange for the Camp Chaplain to be present. The presence of the Camp Chaplain is not required if informing cadets of other types of

## SECTION J - CADET PERSONNEL

emergencies, unless the RTO determines that it is appropriate. However, the cadet should be informed that the Camp Chaplain is available in any case for support and counseling if the cadet desires it.

b. A cadet will not be informed of an emergency until Red Cross and MIR verification has been made.

### 6. **OBTAINING AUTHORIZATION FOR AND DEPARTING ON EMERGENCY LEAVE.**

a. If a cadet decides that he wants to leave camp to attend to an emergency, he will submit a written request for emergency leave through the regimental cadre chain of command. The RTO will forward the request to the Commandant and the Cadet Personnel Officer. The Commandant of Cadets, serving in the capacity of the Commander's designated representative, is the approval authority for emergency leaves.

b. The RTO will inform the cadet of the requirement to attend all training possible to receive credit for camp. The RTO will also determine whether the cadet can possibly receive credit for camp given the projected duration of the cadet's absence. If the cadet cannot complete mandatory training, the RTO will coordinate through the Commandant's Office with Cadet Personnel Division (CPD) for the cadet's administrative withdrawal from camp.

c. Once a cadet's emergency leave has been approved by the Commandant of Cadets, the Cadet Personnel Division will arrange for travel and accomplish other administrative out-processing requirements. No cadet will depart camp without being out-processed by CPD.

**(1) A cadet is authorized only one round-trip GTR for summer camp. The cadet pays for a GTR to depart and return for this emergency or a round trip ticket to return to camp and depart after graduation.**

(2) Although it is anticipated the cadet will return to camp, the Regiment will outprocess them IAW Chapter 10 of this section.

d. If a cadet leaves camp early due to an emergency situation (before graduation) and the regimental TAC staff believe the cadet should receive camp credit, the regiment must submit a Request for Camp Credit for an Early Release Cadet through the required channels. The Camp Commander will make the final decision whether or not the cadet will receive credit for camp.

## CHAPTER 8 CADET ADMINISTRATIVE ACTIONS

1. **OVERWEIGHT CADETS.** Cadets who arrive at camp exceeding the weight or body fat percentage standards of AR 600-9 will be sent home for disenrollment from the ROTC Program in accordance with the ROTC Cadet Contract and command policy.

a. During the physical examination, all cadets will be weighed and if required taped.

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b. CoC will furnish each Regiment, LNO and CPD a list of cadets who failed the weight standards the evening of the day of the physical exams.

c. On the 5th day after the physical examination, the overweight cadets will again be weighed and taped (location TBD). At that time if:

(1) They meet the standards, they will be determined qualified and returned to the Regiment to continue to train. **A copy of the tape test will be furnished to CPD for inclusion in the cadet's medical records.**

(2) They fail, a request for dismissal will be initiated by CoC and routed through the Region LNO to the Camp Commander determination.

d. When a final decision is made, CPD will be notified. In turn, CPD will notify the Region LNO and the Regiment who will begin to out-process the cadet(s). For outprocessing procedures, see Chapter 10 of this Section.

**2. CADETS WHO TEST POSITIVE FOR DRUGS.** Cadets who test positive for Cocaine or Marijuana (THC) will be sent home and disenrolled from the ROTC Program in accordance with the ROTC Cadet Contract.

a. All cadets will undergo a drug urinalysis test administered in the regimental area IAW the Inprocessing Schedule.

b. The specimens will be sent to a government-contracted laboratory. In approximately 2-3 weeks, the laboratory will furnish CPD the results.

c. When CPD is informed of a "drug positive" cadet, they will:

(1) Immediately notify the Command Group.

(2) Request the RTO and cadet come to CPD for a counseling session. Upon their arrival, the RTO will be briefed first, then he and a representative of CPD will explain the situation to the cadet.

(3) After the counseling session, a request for dismissal will be initiated by CPD and routed through the Region LNO and CoC to the Camp Commander. The Region LNO will also be telephonically notified at that time. The cadet will return to the Regiment area until approval from the Camp Commander is obtained.

d. When approval is received by CPD, they will notify the Region LNO and the Regiment who will begin to out-process the cadet. CPD will prepare and forward a memorandum to the PMS directing that the cadet be disenrolled from the ROTC program. For outprocessing procedures, see Chapter 10 of this Section.

**3. APFT FAILURES.** Cadets who fail the initial APFT at Advanced Camp will be counseled by their Platoon TACs. They will be informed that failure to pass the APFT may constitute a camp failure and that they will take another APFT in approximately (3) Days. If they fail the second APFT, they will be processed out of camp and



## SECTION J - CADET PERSONNEL

returned home with a recommendation for retention or disenrollment from the ROTC program.

a. If a cadet fails the second APFT, the cadet will be counseled by their TAC officer chain of command. The cadre will inform the cadet that he/she is a camp failure and recommended to be released from camp. The Regimental TAC officer will forward a memorandum and copy of DA Form 705 to the Commandant of Cadets recommending the cadet be released from camp for APFT failure.

b. The Commandant of Cadets will conduct an interview/counseling session with the cadet and MIR. The Commandant of Cadets will make a recommendation and forward the entire packet to the Camp Commander for a final determination on the cadet remaining at Advanced Camp.

c. The Camp Commander will approve or disapprove the recommendation. The Camp Commander will endorse the packet with his decision and guidance to the PMS for retention or disenrollment and send to the Cadet Personnel Division. Cadet Personnel Division will forward the guidance to the PMS and outprocess the cadet if the decision is to return to Home of Record. Region LNOs will be informed.

**4. ADMINISTRATIVE RELEASE.** Cadets who must be released early from camp to attend follow-on training (CTLT, Airborne, Air Assault, etc.) will be held to a minimum. However, if the need arises, CPD, in coordination with the appropriate Region LNO, will take the following actions:

a. Submit a written request through the Regiment to the Commandant of Cadets. This may be a group request. As a minimum, this request will contain when the cadets must be released and the reason for their early departure.

b. When approval is received by CPD, they will notify the Region LNO and the Regiment who will begin to outprocess the cadets. These cadets will be treated as "camp graduates", and the outprocessing at Regiment level will be accomplished in accordance with Chapter 10 of this section for camp graduates.

**5. EARLY RELEASE FOR CADET'S OWN CONVENIENCE.** Cadets who must attend summer school, who encounter personal or financial hardships at camp, or for other reasons need to leave camp prior to graduation, may request to do so. However, these requests will be approved only in cases of emergency or extreme hardship.

a. A request for early release will be submitted on a memorandum from the cadet with a complete justification for requesting early release. Supporting documentation (Letter of Acceptance to Summer School, Letter from Employer, etc) substantiating the request should also be included.

b. The request will be routed through the RTO (who must recommend whether the cadet should receive credit for camp or not), Cadet Personnel Division, appropriate Region LNO, Evaluations, and Commandant of Cadets to the Camp Commander for final approval.

c. After the final decision has been made, the request will be given to CPD. CPD will then notify the Region LNO and the Regiment who (if the request is approved) will

## **SECTION J - CADET PERSONNEL**

begin to outprocess the cadet. For outprocessing procedures, see Chapter 10 of this Section.

### **CHAPTER 9 COMMISSIONING OF CADETS AT CAMP**

#### **1. GENERAL.**

a. CPD will identify all Advanced Camp cadets who are eligible for commissioning at camp and will coordinate with HQ, Cadet Command to ensure that necessary documents and records needed to consummate appointments are received prior to graduation.

b. The official Commissioning Ceremony will be conducted for each cadet at the camp chapel prior to the graduation parade. A ceremonial commissioning ceremony will be held at 1000 in conjunction with the "pinning on" of the Lieutenant bars at the Graduation Ceremony.

c. Commissionees may arrange to have a friend or relative (who is an active, reserve, or retired officer) or the Regimental TAC Officer (RTO) administer the oath of office.

d. RTOs will inform cadets who are scheduled to be commissioned that they must meet AR 600-9 weight or body fat standards at the time of commissioning. If a cadet fails to meet these standards, they will not be commissioned. To ensure this requirement is met, CPD will have the cadets report to their office approximately three days before graduation to be weighed and/or taped.

#### **2. PROCEDURES.** Regiments will use the following commissioning procedures:

a. By 0530 on the date of graduation, the Cadet Personnel Office Commissioning NCO will hand carry appointee DA Forms 71 (Oath of Office), letter of appointment, certificate of appointment, and other pertinent documents to the camp chapel and assist with administering and obtaining signatures for the oaths of office. The Regiment will ensure the commissioning NCO has a work area to include a table and a typewriter during the commissioning process.

b. All Commissionees will report to the camp chapel in Class A uniform at 0630 on the date of commissioning to effect their appointment and sign their oath of office and medical statement. Before or after the Oath of Office has been administered, the officer administering the oath and the commissionee will complete the DA Form 71.

c. Newly appointed lieutenants will then be given their letter and certificate of appointment and other applicable documents. Commissionees will surrender their Reserve ID card to the Commissioning NCO prior to executing the Oath of Office.

d. All Commissionees will participate in the graduation parade with their respective regiment.

## SECTION J - CADET PERSONNEL

e. All commissionees and their guests will be requested to report to a designated location at the graduation ceremony.

f. Each commissionee will obtain rank insignia prior to receiving the Oath of Office. **Since these cadets will be commissioned “branch unassigned”, branch insignia on the uniform is not authorized.**

### CHAPTER 10 CADET OUT-PROCESSING

1. **GENERAL.** Cadet outprocessing procedures fall into two general categories depending on when the individuals depart camp (i.e. early release or end-of-camp). For both categories, it is essential that cadets are properly cleared from camp.

2. **EARLY RELEASE.** Cadets may be released early from camp for one of the following reasons:

a. **Medical Release.** Notification is received by Cadet Personnel Division (CPD) from medical authorities that the individual is not medically qualified to attend or continue Advanced Camp. The Medical Waiver Review Board (MWRB) or designated medical authority is solely responsible for making the final decision that a cadet is medically disqualified for camp and should be sent home. See Chapter 4 of this Section.

b. **Voluntary Withdrawal.** The procedures outlined in Chapter 6 of this Section will be used for cadets who voluntarily request release from camp. Compliance with these procedures is an important and necessary prelude to subsequent board action the PMS must administer upon the cadet's return to the campus.

c. **Early Release for Cadet's Own Convenience.**

(1) Some cadets have previously been approved for early release for personal hardship, attendance at summer school, obtaining summer employment, and other reasons. In some cases the cadet may hand-carry an approved request for early release to camp. Units should immediately forward such document to CPD to ensure the individual is properly scheduled for departure in a timely manner.

(2) If a situation arises during camp which requires a cadet to be released under this paragraph, process the release IAW Chapter 8 of this Section.

d. **Administrative Early Release for Additional Specialized Training.** Cadets may be authorized administrative early releases to meet reporting dates for Cadet Troop Leadership Training (CTLT), Air Assault, Airborne, and other training requirements. CPD will initiate requests for early releases required for cadets to attend additional training IAW Chapter 8 of this Section.

e. **Other Reasons.** Cadets who test positive for drugs, are determined overweight, fail the PT test or are administratively boarded are sent home. Chapter 8 of this

## SECTION J - CADET PERSONNEL

Section sets forth the policy and procedures concerning most of these actions not covered in other areas of the SOP.

### 3. PROCEDURES FOR EARLY RELEASE OF A CADET.

a. When CPD receives approval to allow a cadet to be released early, they will establish a departure date based on mode of travel and availability of flights from SeaTac. Once departure time and date is confirmed the Regiment will be notified to begin outprocessing.

(1) Regiments will ensure that the Early Release Outprocessing Form is initiated. Ensure that all applicable activities listed under the regimental clearance portion of the checklist are properly completed. All clothing and equipment issued to cadets at camp must be turned in and properly accounted for, to include CIF items.

(2) Units will also ensure that each cadet's temporary POV registration decal is turned into P&A prior to departure of cadet from camp.

(3) The unit will ensure that each cadet signs the Medical Statement on the HQ4RAC Form 14.

(4) The unit will ensure a medical claim is submitted to CPD prior to the cadet's departure, if appropriate. **If a cadet indicates at any time that he/she wants to submit a claim, outprocessing will stop until the claim is completed.**

b. The cadet must clear the unit as expeditiously as possible and report to CPD for final clearance from camp. Final clearance (through and including CPD) must be accomplished NLT 1600 hours each day, except under emergency conditions.

c. If the cadet has to delay departure from camp because of commercial transportation or pay problems until the following duty day, the unit commander must ensure that adequate quarters and meals are available. If the individual is voluntarily withdrawing, resigning, or released for cause, the Regimental TAC Officer can, with Commandant of Cadets approval, make necessary arrangements with the Headquarters Company Commander for billets and move the cadet out of the unit area pending the cadet's departure from camp. This will be kept to a minimum.

4. **END OF CAMP OUTPROCESSING.** End of Camp Outprocessing is primarily accomplished at the Regimental level.

a. CPD ensures cadets have received a GTR to the home of legal residence or their institution and ensures that any medical problems are reviewed prior to each cadet's departure. Camp G4 arranges transportation to SeaTac Airport.

(1) Return travel arrangements for cadets requesting government transportation will be accomplished by CPD. Government Transportation Requests (Airline Tickets)/or verification of electronic tickets will be receipted to the unit's First Sergeant/Administrative NCOs during the last week of camp. All tickets will be verified one day prior to graduation. Do not allow the cadets to change their reservations.

## SECTION J - CADET PERSONNEL

(2) Cadet Personnel Division will provide a master list and schedule of cadets departing, broken out by date, airline departure flight time, and cadet name. This listing will be furnished to the RTO and RM not later than 0800 hours the morning prior to the regiment graduation ceremony.

b. Units will ensure that all cadet POV registration decals are collected and returned to P&A prior to cadets departing camp.

c. RTOs will ensure each cadet has signed the Medical Statement on the Cadet Regiment Information Card (HQ4RAC Form 14) unless the cadet has initiated a medical claim. Cadets that refuse to sign the medical statement or initiate a medical claim will be sent to the Cadet Personnel Division for further action.

d. Units will submit all "last-minute" medical claims at least 24 hours before the cadets' graduation.

e. Units will bring the complete HQ4RAC Form 14 on all cadets to CPD one day prior to graduation.

**5. END OF CAMP OUT-PROCESSING WITH FOLLOW-ON TRAINING.** Follow-on specialized training, e.g. CTLT, DCLT, Airborne, Air Assault, Mountain Maneuver Training, and/or Northern Warfare Training can be scheduled one of two ways.

a. Training slots are allocated on campus prior to cadet's departure from camp. If this is the case, the cadet will arrive at camp with a slot allocation and orders. During outprocessing, CPD will:

(1) Confirm report dates with travel tickets to ensure the cadet is scheduled to arrive on the report date - not earlier or later than the report date on the order. If there is a discrepancy, the necessary change will be made to the airline ticket ensuring the cadet arrives on the scheduled report date. If the discrepancy requires an amendment to the order, CPD will amend the order.

(2) Confirm that the cadet is still eligible for follow-on training, e.g., the cadet is physically capable of performing training requirements and is not on a disqualifying profile.

b. Available training slots can be allocated to cadets during their time at camp. CPDT Training Cell controls the slots and will make the allocations in close coordination with the LNO and CPD. During inprocessing CPD will compose an alternate list of all cadets who report to camp without a follow-on assignment and express a desire to do such. The list will identify cadets by name, regiment, and the type of training desired. This list will be forwarded to the CPDT Cell for their use.

c. As slots become vacant, the CPDT Training Cell will immediately fill the slot and forward the necessary information to CPD to ensure administrative and travel arrangements can be made.

## SECTION J - CADET PERSONNEL

### CHAPTER 11 ACCESSION PHOTOGRAPHS

1. **GENERAL.** Cadets will have their accession photographs taken while at Advanced Camp. Accession photographs will be taken during the first week of camp as part of inprocessing. The cadets will wear BDUs. The photographs will be half-length IAW the current Army standard.

#### 2. **RESPONSIBILITIES.**

##### a. **Commandant of Cadets.**

(1) Ensure regiments adhere to the inprocessing schedule and accession photograph schedule.

(2) Provide four Regimental Cadre to maintain accurate records of cadets during the accession photograph period. Regimental Cadre will assist the photographers in keeping records of which cadets photograph is on each specific disk. Regimental Cadre will review each photo on the computer screen prior to the platoon's departure to reduce the number of reshoots and to expedite the printing of the pictures.

##### b. **Cadet Personnel Division**

(1) Provide command and control over the assigned photographers. C2 includes ensuring they are informed of locations, times, dates, etc., for execution of accession photographs, and verification of information on timesheets.

(2) Provide Quality Control of accessions photographs by conducting a review of the photos after the photographer returns them. Conduct a review of each photograph for content, focus, etc., and identify cadets requiring retakes of their accession photographs. Coordinate with the Commandant of Cadets for final review of questionable photographs.

(3) Coordinate with each Regiment for retakes.

(4) Ensure photographs, disks, rosters and photographers records are maintained after the regiments photographs are verified by the cadets. Photographs will be organized by Host ROTC unit.

(5) Mail photographs to each university for inclusion in accession packets.

(6) Maintain disks, rosters and photographers records at Fourth Region Headquarters.

(7) Coordinate with individual ROTC battalions for reprints, if needed, after the University receives the accession photographs.

c. **Resource Management Division.** Provide backdrops and identified equipment/supplies to CPD for execution of the accession photographs.

##### d. **Regiments.**

## SECTION J - CADET PERSONNEL

(1) Provide TAC NCOs to assist cadets in preparing uniforms properly for the accession photographs.

(2) Provide four Regimental Cadre to assist the photographers in reviewing the photographs and maintaining records of cadets and photographs.

(3) Ensure cadets are available during the scheduled period for accession photo retakes.

(4) Ensure cadets are available for photograph verification as outlined in the inprocessing schedule.

### 3. PROCEDURES.

a. Accession photographs will be conducted in conjunction with inprocessing cadets at camp.

b. CPD will review the photographs, place the appropriate name label on the back of each photograph and identify which cadets require a retake of their accession photograph. Questionable photographs will be further reviewed by the Regiment and coordinated with the Commandant of Cadets to make a final determination. CPD will notify each regiment which cadets require retakes.

c. Regiments will conduct retakes IAW their respective training schedules. Initial retakes will normally be conducted with one of the following regiment's primary accession photograph session. Example: Retakes for 1st regiment will be done with 3rd regiment's initial accession photograph session. In the event that a second retake is required, they will be scheduled on a case by case basis, coordinated by CPD.

d. Accession photographs will be forwarded to the Rgt and verified by each cadet by initialing the label on the back of the photograph in ink. **Regiments must return the photographs to CPD NLT 48 hours after receipt.**

f. The photographs will be kept by CPD for distribution. CPD will mail the photographs to the appropriate Universities with the rest of the cadet records.

g. The PMS of each University will receive the photographs and include them in the cadets' accession packets.

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# ADVANCED CAMP CADET INPROCESSING CONTROL SHEET

NAME (Last, First MI)

ASSIGNMENT

\_\_\_ Station 1 - Briefing

\_\_\_ Station 2 - ADP/Records

\_\_\_ Station 3 - Yearbook

\_\_\_ Station 4 - ID Card/Tag

\_\_\_ Station 5 - Final Check

**Figure J-1**



## SECTION J - CADET PERSONNEL

Federal Employee's Notice of  
Traumatic Injury and Claim for  
Continuation of Pay/Compensation

**U.S. Department of Labor**  
Employment Standards Administration  
Office of Workers' Compensation Programs



Employee: Please complete all boxes 1 - 15 below. Do not complete shaded areas.

Witness: Complete bottom section 16.

Employing Agency (Supervisor or Compensation Specialist): Complete shaded boxes a, b, and c.

**Employee Data**

1. Name of employee (Last, First, Middle) <u>Smith, Wanda Lou</u>				2. Social Security Number <u>123-45-6789</u>	
3. Date of birth Mo. Day Yr. <u>12 25 75</u>	4. Sex <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	5. Home telephone <u>(319) 333-1111</u>	6. Grade as of date of injury Level <u>ROTC Cadet</u> Step		
7. Employee's home mailing address (Include city, state, and zip code) <u>1526 So. Dubuque</u> <u>Iowa City, IA 52240</u>				8. Dependents <input type="checkbox"/> Wife, Husband <input type="checkbox"/> Children under 18 years <input type="checkbox"/> Other <u>N/A</u>	

**Description of injury**

9. Place where injury occurred (e.g. 2nd floor, Main Post Office Bldg., 12th & Pine)

Confidence Course, Ft Lewis WA					
10. Date injury occurred Mo. Day Yr. <u>07 20 98</u>	Time <u>2:00</u> <input type="checkbox"/> a.m. <input checked="" type="checkbox"/> p.m.	11. Date of this notice Mo. Day Yr. <u>07 21 98</u>	12. Employee's occupation <u>Army ROTC Cadet/Student</u>		
13. Cause of injury (Describe what happened and why) <u>Cadet Smith was rappelling and her shirt got caught in the rope causing her to fall.</u>					

14. Nature of injury (Identify both the injury and the part of body, e.g., fracture of left leg)

Strained tendon in left elbow; possible left wrist fracture

a. Occupation code <u>009900</u>	
b. Type code <u>320</u>	c. Source code <u>9999</u>
OWCP Use - NOI Code	

**Employee Signature**

15. I certify, under penalty of law, that the injury described above was sustained in performance of duty as an employee of the United States Government and that it was not caused by my willful misconduct, intent to injure myself or another person, nor by my intoxication. I hereby claim medical treatment, if needed, and the following, as checked below, while disabled for work:

☒ a. Continuation of regular pay (COP) not to exceed 45 days and compensation for wage loss if disability for work continues beyond 45 days. If my claim is denied, I understand that the continuation of my regular pay shall be charged to sick or annual leave, or be deemed an overpayment within the meaning of 5 USC 5584.

☐ b. Sick and/or Annual Leave

Signature of employee or person acting on his/her behalf

Wanda Lou Smith

Any person who knowingly makes any false statement, misrepresentation, concealment of fact, or any other act of fraud to obtain compensation as provided by the FECA or who knowingly accepts compensation to which that person is not entitled, is subject to felony criminal prosecution and may, under appropriate provisions, be punished by a fine or imprisonment, or both.

Have your supervisor complete the receipt attached to this form and return it to you for your records.

End of Employee Report

**Witness**

16. Statement of witness (Describe what you saw, heard, or know about this injury)

None available

Name of witness	Signature of witness	Date signed
Address	City	State Zip Code

Figure J-2

## SECTION J - CADET PERSONNEL

Official Supervisor's Report: Please complete information requested below

Supervisor's Report										
17. Agency name and address of reporting office (Include city, state, and zip code)								OWCP Agency Code		
Dept of the Army ROTC Advanced Camp Fort Lewis, WA								OSHA Site Code		
18. Employee's duty station (Street address and zip code)								Zip Code		
Army ROTC Advanced Camp, Ft Lewis, WA								98433		
19. Regular work hours		From: 6:00		To: 6:00		20. Regular work schedule				
<input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m.		<input type="checkbox"/> a.m. <input checked="" type="checkbox"/> p.m.		<input checked="" type="checkbox"/> Sun. <input checked="" type="checkbox"/> Mon. <input checked="" type="checkbox"/> Tues. <input checked="" type="checkbox"/> Wed. <input checked="" type="checkbox"/> Thurs. <input checked="" type="checkbox"/> Fri. <input checked="" type="checkbox"/> Sat.						
21. Date of injury			22. Date notice received			23. Date stopped work				
Mo. Day Yr. 07 20 98			Mo. Day Yr. 07 21 98			Mo. Day Yr. N/A			Time : <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
24. Date pay stopped			25. Date 45 day period began			26. Date returned to work				
Mo. Day Yr. N/A			Mo. Day Yr. N/A			Mo. Day Yr. N/A			Time : <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
27. Was employee injured in performance of duty? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "No," explain)										
28. Was injury caused by employee's willful misconduct, intoxication, or intent to injure self or another? <input type="checkbox"/> Yes (If "Yes," explain) <input checked="" type="checkbox"/> No										
29. Was injury caused by third party?		30. Name and address of third party (Include city, state, and zip code)								
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If "No," go to item 31.)										
31. Name and address of physician first providing medical care (Include city, state, zip code)								32. First date medical care received		
CPT Buckner, mc Cadet Care Clinic Fort Lewis, WA								Mo. Day Yr. 07 21 98		
33. Do medical reports show employee is disabled for work?								<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
34. Does your knowledge of the facts about this injury agree with statements of the employee and/or witness? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "No," explain)										
35. Does the employing agency controvert continuation of pay? <input type="checkbox"/> Yes (If "Yes," explain) <input checked="" type="checkbox"/> No (See instructions for explanation of "controvert")								36. Pay rate when employee stopped work		
								\$ M/A Per		
Signature of Supervisor and Filing Instructions										
37. A supervisor who knowingly certifies to any false statement, misrepresentation, concealment of fact, etc., in respect to this claim may also be subject to appropriate felony criminal prosecution.										
I certify that the information given above and that furnished by the employee on the reverse of this form is true to the best of my knowledge with the following exception:										
Marvin D. Trout										
Name of supervisor (Type or print)										
Marvin D. Trout										
Signature of supervisor										
Regimental Tactical Officer										
Supervisor's Title										
21 Jul 98										
Date										
(612) 624-7300										
Office phone										
38. Filing instructions <input type="checkbox"/> No lost time and no medical expense: Place this form in employee's medical folder (SF-66-D)										
<input checked="" type="checkbox"/> No lost time, medical expense incurred or expected: forward this form to OWCP										
<input type="checkbox"/> Lost time covered by leave, LWOP, or COP: forward this form to OWCP										

CA-1  
(Rev. 3/86)

Figure J-2 (cont.)

## SECTION J - CADET PERSONNEL

### Instructions for Completing Form CA-1

Complete all items on your section of the form. If additional space is required to explain or clarify any point, attach a supplemental statement to the form. Some of the items on the form which may require further clarification are explained below.

#### Employee (Or person acting on the employee's behalf)

##### 13) Cause of Injury

Describe in detail how and why the injury occurred. Give appropriate details (e.g.: if you fell, how far did you fall and in what position did you land?)

##### 14) Nature of Injury

Give a complete description of the condition(s) resulting from your injury. Specify the right or left side if applicable (e.g., fractured left leg; cut on right index finger).

##### 15) Election of COP/Leave

If you are disabled for work as a result of this injury and file CA-1 within thirty days of the injury, you are entitled to receive continuation of pay (COP) from your employing agency. COP is

paid for up to 45 calendar days of disability, and is not charged against sick or annual leave. You may elect sick or annual leave if you wish, but compensation from OWCP may not be claimed during the 45 days of COP entitlement. (You may not claim compensation to repurchase leave used during this period.) Also, if you later change your election, the agency is not obliged to convert past periods of leave to COP.

Your agency may controvert (dispute) your entitlement to COP, but must continue pay unless the controversion is based on one of the nine reasons listed in the instructions for item 35.

If you receive COP, but OWCP later determines that you are not entitled to COP, you may either change COP to sick or annual leave or pay the employing agency back for the COP received.

#### Supervisor

At the time the form is received, complete the receipt of notice of injury and give it to the employee. In addition to completing items 17 through 38, the supervisor is responsible for obtaining the witness statement in item 16 and for filling in the proper codes in shaded boxes a, b, and c on the front of the form. If medical expense or lost time is incurred or expected, the completed form should be sent to OWCP within two working days after it is received.

The supervisor should also submit any other information or evidence pertinent to the merits of this claim.

If the employing agency controverts COP, the employee should be notified and the reason for controversion explained to him or her.

##### 17) Agency name and address of reporting office

The name and address of the office to which correspondence from OWCP should be sent (if applicable, the address of the personnel or compensation office).

##### 18) Duty station street address and zip code

The address and zip code of the establishment where the employee actually works.

##### 29) Was injury caused by third party?

A third party is an individual or organization (other than the injured employee or the Federal government) who is liable for the injury. For instance, the driver of a vehicle causing an accident in which an employee is injured, the owner of a building where unsafe conditions cause an employee to fall, and a manufacturer whose defective product causes an employee's injury, could all be considered third parties to the injury.

##### 31) Name and address of physician first providing medical care

The name and address of the physician who first provided medical care for this injury. If initial care was given by a nurse or other health professional (not a physician) in the employing agency's health unit or clinic, indicate this on a separate sheet of paper.

##### 32) First date medical care received

The date of the first visit to the physician listed in item 31.

##### 35) Does the employing agency controvert continuation of pay?

COP may be controverted (disputed) for any reason; however, the employing agency may refuse to pay COP only if the controversion is based upon one of the nine reasons given below:

- a) The disability results from an occupational disease or illness;
- b) The employee is a volunteer working without pay or for nominal pay, or a member of the office staff of a former President;
- c) The employee is neither a citizen nor a resident of the United States or Canada;
- d) The injury occurred off the employing agency's premises and the employee was not involved in official "off premise" duties;
- e) The injury was proximately caused by the employee's willful misconduct, intent to bring about injury or death to self or another person, or intoxication;
- f) The injury was not reported on Form CA-1 within 30 days following the injury;
- g) Work stoppage first occurred six months or more following the injury;
- h) The employee initially reported the injury after his or her employment was terminated; or
- i) The employee is enrolled in the Civil Air Patrol, Peace Corps, Youth Conservation Corps, Work Study Programs, or other similar groups.

#### Employing Agency - Required Codes

##### Box a (Occupation Code), Box b (Type Code), Box c (Source Code), OSHA Site Code

The Occupational Safety and Health Administration (OSHA) requires all employing agencies to complete these items when reporting an injury. The proper codes may be found in OSHA Booklet 2014, Recordkeeping and Reporting Guidelines.

##### OWCP Agency Code

This is a four-digit (or four digit plus two letter) code used by OWCP to identify the employing agency. The proper code may be obtained from your personnel or compensation office, or by contacting OWCP.

Figure J-2 (cont.)

## SECTION J - CADET PERSONNEL

### Disability Benefits for Employees under the Federal Employees' Compensation Act (FECA)

The FECA, which is administered by the Office of Workers' Compensation Programs (OWCP), provides the following benefits for job-related, traumatic injuries:

- (1) Continuation of pay for disability resulting from traumatic, job-related injury, not to exceed 45 calendar days. (To be eligible for continuation of pay, the employee, or someone acting on his/her behalf, must file Form CA-1 within 30 days following the injury; however, to avoid possible interruption of pay, the form should be filed within 2 working days. If the form is not filed within 30 days, compensation may be substituted for continuation of pay.)
- (2) Payment of compensation for wage loss after the 45 days, if disability extends beyond such period.
- (3) Payment of compensation for permanent impairment of certain organs, members, or functions of the body (such as loss or loss of use of an arm or kidney, loss of vision, etc.), or for serious disfigurement of the head, face, or neck.
- (4) Vocational rehabilitation and related services where necessary.
- (5) Full medical care from either Federal medical officers and hospitals, or private hospitals or physicians, of the employee's choice. Generally, 25 miles from the place of injury, place of employment, or employee's home is a reasonable distance to travel for medical care; however, other pertinent factors must also be considered in making selection of physicians or medical facilities.

At the time an employee stops work following a traumatic, job-related injury, he or she may request continuation of pay or use sick or annual leave credited to his or her record. Where the employing agency continues the employee's pay, the pay must not be interrupted until:

- (1) The employing agency receives medical information from the attending physician to the effect that disability has terminated;
- (2) The OWCP advises that pay should be terminated; or
- (3) The expiration of 45 calendar days following initial work stoppage.

If disability exceeds, or it is anticipated that it will exceed, 45 days, and the employee wishes to claim compensation, Form CA-7, with supporting medical evidence, must be filed with OWCP. To avoid interruption of income, the form should be filed on the 40th day of the COP period. Form CA-3 shall be submitted to OWCP when the employee returns to work, disability ceases, or the 45 day period expires.

For additional information, review the regulations governing the administration of the FECA (Code of Federal Regulations, Title 20, Chapter 1) or Chapter 810 of the Office of Personnel Management's Federal Personnel Manual.

### Privacy Act

In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that:

- (1) The Federal Employees' Compensation Act, as amended (5 U.S.C. 8101, et seq.) is administered by the Office of Workers' Compensation Programs of the U.S. Department of Labor. In accordance with this responsibility, the office receives and maintains personal information on claimants and their immediate families.
- (2) The information will be used to determine eligibility for and the amount of benefits payable under the Act.
- (3) The information may be used by other agencies or persons in matters relating directly or indirectly to the matter of the claim, so long as such agencies or persons have received the consent of the individual claimant, or complied with the provisions of 20 CFR 10.
- (4) Failure to furnish all requested information may delay the process, or result in an unfavorable decision or a reduced level of benefits (disclosure of a social security number is voluntary; the failure to disclose such number will not result in the denial of any right, benefit or privilege to which an individual may be entitled).

### Receipt of Notice of Injury

This acknowledges receipt of Notice of Injury sustained by  
(Name of injured employee)

Which occurred on (Mo., Day, Yr.) July 20, 1993  
At (Location) Confidence Course, Ft Lewis, WA  
Signature of Official Superior Maurice D. Trice Title Regiment Tactical Off Date (Mo., Day, Yr.) Jul 21, 1998

CA-1  
(Rev. 3/86)

Figure J-2 (cont.)

# SECTION J - CADET PERSONNEL

## Notice of Occupational Disease and Claim for Compensation

U.S. Department of Labor

Employment Standards Administration  
Office of Workers' Compensation Programs



Employee: Please complete all boxes 1 - 18 below. Do not complete shaded areas.  
Employing Agency (Supervisor or Compensation Specialist): Complete shaded boxes a, b, and c.

### Employee Data

1. Name of employee (Last, First, Middle) <u>Smith, Wanda Lou</u>					2. Social Security Number <u>123-45-6789</u>	
3. Date of birth	Mo.	Day	Yr.	4. Sex	5. Home telephone	6. Grade as of date of last exposure
<u>2</u>	<u>25</u>	<u>78</u>	<u>F</u>	<u>(318) 353-1111</u>	<u>Rotc Cadet</u>	<u>Student</u>
7. Employee's home mailing address (include city, state, and zip code) <u>1526 So Dubuque</u> <u>Iowa City, IA 52240</u>						8. Dependents <input type="checkbox"/> Wife, Husband <input type="checkbox"/> Children under 18 years <input type="checkbox"/> Other <u>N/A</u>

### Claim Information

9. Employee's occupation <u>Student - Univ of Iowa</u>		a. Occupation code <u>009900</u>
10. Location (address) where you worked when disease or illness occurred (include city, state, and zip code) <u>Rotc Advanced Camp, Ft Lewis, WA</u>		11. Date you first became aware of disease or illness Mo. Day Yr. <u>06</u> <u>30</u> <u>98</u>

12. Date you first realized the disease or illness was caused or aggravated by your employment Mo. Day Yr. <u>06</u> <u>30</u> <u>98</u>	13. Explain the relationship to your employment, and why you came to this realization <u>In the field, wet and cold. She was in the defense position. Due to conditions her body started aching.</u>
--	---

14. Nature of disease or illness <u>Pneumonia</u>	OWCP Use - NOI Code b. Type code <u>700</u> c. Source code <u>0960</u>
--	--

15. If this notice and claim was not filed with the employing agency within 30 days after date shown above in item #12, explain the reason for the delay.

N/A

16. If the statement requested in item 1 of the attached instructions is not submitted with this form, explain reason for delay.

N/A

17. If the medical reports requested in item 2 of attached instructions are not submitted with this form, explain reason for delay.

N/A

### Employee Signature

18. I certify, under penalty of law, that the disease or illness described above was the result of my employment with the United States Government, and that it was not caused by my willful misconduct, intent to injure myself or another person, nor by my intoxication. I hereby claim medical treatment, if needed, and other benefits provided by the Federal Employees' Compensation Act.

Signature of employee or person acting on his/her behalf Wanda Lou Smith Date 2 June 98  
Have your supervisor complete the receipt attached to this form and return it to you for your records.

Any person who knowingly makes any false statement, misrepresentation, concealment of fact, or any other act of fraud to obtain compensation as provided by the FECA or who knowingly accepts compensation to which that person is not entitled, is subject to felony criminal prosecution and may, under appropriate provisions, be punished by a fine or imprisonment, or both.

Figure J-3

## SECTION J - CADET PERSONNEL

Official Supervisor's Report of Occupational Disease: Please complete information requested below

**Supervisor's Report**

19. Agency name, and address of reporting office (include city, state, and zip code)		OWCP Agency Code
Department of the Army Rorc Advanced Camp Ft Lewis WA 98433		OSHA Site Code
20. Employee's duty station (Street address and zip code)		Zip Code
2d Regiment, Rorc Advanced Camp Ft Lewis, WA 98433		Zip Code
21. Regular work hours From: 6:00 <input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m. To: 6:00 <input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m.	22. Regular work schedule <input checked="" type="checkbox"/> Sun. <input type="checkbox"/> Mon. <input checked="" type="checkbox"/> Tues. <input checked="" type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input checked="" type="checkbox"/> Fri. <input checked="" type="checkbox"/> Sat.	
23. Name and address of physician first providing medical care (include city, state, zip code)		24. First date medical care received
Dennis M. Doctor CPT, MC Cadet Care Clinic		Mo. Day Yr. 06 30 98
25. Do medical reports show employee is disabled for work?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
26. Date employee first reported condition to supervisor	27. Date and hour employee stopped work	Time
Mo. Day Yr. 06 30 98	Mo. Day Yr. 06 30 98	11:00 <input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m.
28. Date and hour employee's pay stopped	29. Date employee was last exposed to conditions alleged to have caused disease or illness	Mo. Day Yr. 06 30 98
Mo. Day Yr. N/A	Time : <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
30. Date returned to work		
Mo. Day Yr. N/A		
31. If employee has returned to work and work assignment has changed, describe new duties		
N/A		

32. Was injury caused by third party? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "No," go to item 34.	33. Name and address of third party (include city, state, and zip code)

**Signature of Supervisor**

34. A supervisor who knowingly certifies to any false statement, misrepresentation, concealment of fact, etc., in respect to this claim may also be subject to appropriate felony criminal prosecution.

I certify that the information given above and that furnished by the employee on the reverse of this form is true to the best of my knowledge with the following exception:

John W. Stone, LTC	30 June 98
Name of Supervisor (Type or print)	Date
John W Stone	
Signature of Supervisor	
Supervisor's Title	Office phone (normal duty phone)
Regimental Tactical Officer	(605) 892-4847

CA-2

**Figure J-3 cont.**

## SECTION J - CADET PERSONNEL

### Disability Benefits for Employees under the Federal Employees' Compensation Act (FECA)

The FECA, which is administered by the Office of Workers' Compensation Programs (OWCP), provides the following general benefits for employment-related occupational disease or illness:

- (1) Full medical care from either Federal medical officers and hospitals, or private hospitals or physicians of the employee's choice.
- (2) Payment of compensation for total or partial wage loss.
- (3) Payment of compensation for permanent impairment of certain organs, members, or functions of the body (such as loss or loss of use of an arm or kidney, loss of vision, etc.), or for serious disfigurement of the head, face, or neck.
- (4) Vocational rehabilitation and related services where necessary.

The first three days in a non-pay status are waiting days, and no compensation is paid for these days unless the period of disability exceeds 14 calendar days, or the employee has suffered a permanent disability. Compensation for total disability is generally paid at the rate of 2/3 of an employee's salary if there are no dependents, or 3/4 of salary if there are one or more dependents.

If an employee is in doubt about compensation benefits, the OWCP District Office servicing the employing agency should be contacted. (Obtain the address from your employing agency.)

For additional information, review the regulations governing the administration of the FECA (Code of Federal Regulations, Title 20, Chapter 1) or Chapter 810 of the Office of Personnel Management's Federal Personnel Manual.

### Privacy Act

In accordance with the Privacy Act of 1974 (Public Law No. 93-570, 5 U.S.C. 552a), you are hereby notified that:

- (1) The Federal Employees' Compensation Act, as amended (5 U.S.C. 8101, et seq.) is administered by the Office of Workers' Compensation Programs of the U.S. Department of Labor. In accordance with this responsibility, the office receives and maintains personal information on claimants and their immediate families.
- (2) The information will be used to determine eligibility for and the amount of benefits payable under the Act.
- (3) The information may be used by other agencies or persons in matters relating directly or indirectly to the matter of the claim, so long as such agencies or persons have received the consent of the individual claimant, or complied with the provisions of 20 CFR 10.
- (4) Failure to furnish all requested information may delay the process, or result in an unfavorable decision or a reduced level of benefits (disclosure of a social security number is voluntary; the failure to disclose such number will not result in the denial of any right, benefit or privilege to which an individual may be entitled).

### Receipt of Notice of Occupational Disease or Illness

This acknowledges receipt of notice of disease or illness sustained by:  
(Name of injured employee)

Wanda Lou Smith  
I was first notified about this condition on (Mo., Day, Yr.)

30 June 1998  
At (Location)

Army ROTC Advanced Camp Fort Lewis, WA  
Signature of Official Superior Title

John W Stone Regimental Tactical Officer Jun 30, 98  
Date (Mo., Day, Yr.)

This receipt should be retained by the employee as a record that notice was filed.

Figure J-3 (cont.)

## SECTION J - CADET PERSONNEL

<b>MEDICAL RECORD</b>	<b>AUTHORIZATION FOR DISCLOSURE OF INFORMATION</b> <small>For use of this form, see AR 40-66; the proponent agency is Office of The Surgeon General</small>	
<p>This form will not be used for authorization to disclose alcohol or drug abuse patient information from medical records or for authorization to disclose information from records of an alcohol or drug abuse treatment program. For authorization to disclose alcohol or drug abuse patient information, see 42 CFR 2 and AR 600-85.</p> <p style="text-align: center;">(Pursuant to the Privacy Act of 1974, Public Law 93-579)</p>		
PHYSICIAN OR MEDICAL TREATMENT FACILITY AUTHORIZED TO RELEASE INFORMATION  <div style="text-align: center; padding: 10px;">MADIGAN ARMY MEDICAL CENTER</div>	It is understood that this authorization may be revoked at any time, if requested in writing, except to the extent that action will have already been taken.	
<b>PATIENT DATA</b>		
NAME (Last, First, MI)	DATE OF BIRTH	SOCIAL SECURITY/IDENTIFICATION NUMBER
PERIOD OF TREATMENT (Month, Day, Year)	TYPE OF TREATMENT <input type="checkbox"/> OUTPATIENT <input type="checkbox"/> INPATIENT <input type="checkbox"/> BOTH	
RESTRICTIONS ON INFORMATION (Specify)  <div style="padding: 10px;">Only information relating to injury/illness</div>		
<b>USE OF MEDICAL INFORMATION</b> <input checked="" type="checkbox"/> FURTHER MEDICAL CARE <input checked="" type="checkbox"/> INSURANCE CLAIM(S) <input type="checkbox"/> ATTORNEY <input type="checkbox"/> DISABILITY DETERMINATION <input type="checkbox"/> OTHER (Specify)		
<b>INFORMATION DESTINATION</b>		
INDIVIDUAL OR ORGANIZATION TO WHOM INFORMATION SHOULD BE RELEASED (Name and Address)  <div style="padding: 10px;">           U.S. Department of Labor            Employment Standards Administration            Office of Worker's Compensation            1100 L Street NW, Room 9404            Washington, D.C. 20211         </div>		
<small>(ANY DISCLOSURE OF MEDICAL RECORD INFORMATION BY THE RECIPIENT(S) IS PROHIBITED EXCEPT WHEN IMPLICIT IN THE PURPOSES OF THIS DISCLOSURE)</small>		
<b>RELEASE AUTHORIZATION</b>		
I hereby request and authorize the named physician/medical treatment facility to release the medical information described above to the named individual/organization indicated.		DATE
SIGNATURE OF PATIENT/PARENT/GUARDIAN	RELATIONSHIP TO PATIENT	
IMPRINT OF PATIENT IDENTIFICATION PLATE WHEN AVAILABLE		

DA FORM 5006-R, OCT 81

Figure J-4



## SECTION J - CADET PERSONNEL

ROTC-\_\_ Rgt

(DATE)

MEMORANDUM FOR: Commander, Fort Lewis ROTC Advanced Camp, ATTN: Cadet Personnel Division, Medical Claims Officer

SUBJECT: Commander's Line of Duty Statement for Cadet Thomas J. Hanks, 533-77-0000

1. Cadet Thomas J. Hanks, University of Minnesota, injured himself while undergoing U.S. Army training at Fort Lewis Advanced Camp, Fort Lewis, WA on 28 June 1998.
2. During the Confidence Course training at Obstacle #2 , North Fort Lewis, Cadet Hanks was hanging with his hands from a wood beam approximately 10 feet high. Having completed this obstacle, he dropped to a sawdust pit below from the hanging position. When he landed, his ankle apparently twisted, resulting in a bone fracture of his left ankle.
3. Cadet Hanks was taken by ambulance to Madigan Army Medical Center. A cast was placed on his left ankle. He was diagnosed as having a bone fracture. He is currently on profile against running, jumping, marching and standing over 15 minutes for six weeks.
4. It is my opinion that the injury was sustained in the line of duty and was the proximate result of the performance of military training while attending the Fort Lewis ROTC Advanced Camp, Fort Lewis, Washington, pursuant to the provisions of Title 10, United States Code, Section 2109.

JAMES C. PACK  
LTC, FA  
Regimental Tactical Officer

### Figure J-5

## **SECTION J - CADET PERSONNEL**

ROTC-\_\_\_ RGT (145)

(DATE)

MEMORANDUM FOR: Commander, Fort Lewis ROTC Advanced Camp, ATTN: Cadet Personnel Division, Medical Claims Officer

SUBJECT: Commander's Line of Duty Statement for Cadet James J. Rockford, 533-77-0000

1. Cadet James Rockford, University of Seattle, became ill while undergoing U.S. Army training at Fort Lewis Advanced Camp, Fort Lewis, WA on 30 June 1998.
2. During the run portion of the APFT, Cadet Rockford experienced problems breathing. He was taken to the Cadet Care Clinic at North Fort Lewis and then escorted to Madigan Army Medical Center. It was determined he was suffering from pneumonia obtained while training at Fort Lewis, WA. He is currently on profile against running, jumping, marching and standing over 15 minutes for two weeks.
4. It is my opinion that the illness was sustained in the line of duty and was the proximate result of the performance of military training while attending the Fort Lewis ROTC Advanced Camp, Fort Lewis, Washington, pursuant to the provisions of Title 10, United States Code, Section 2109.

JAMES C. PACK  
LTC, FA  
Regimental Tactical Officer

**Figure J-6**

## SECTION J - CADET PERSONNEL

ROTC-\_\_ RGT (145)

(DATE)

MEMORANDUM FOR: Commander, Fort Lewis ROTC Advanced Camp, ATTN: Cadet  
Personnel Division, Camp Medical Claims Officer

SUBJECT: Medical Claims Checklist and Transmittal

1. Enclosed is the medical claim pertaining to \_\_\_\_\_.
2. This claim is for **INJURY** and includes the following:
  - \_\_\_ CA-1 (completed and signed by the cadet, a witness and the RTO)
  - \_\_\_ Line of Duty Letter (signed by the RTO)
  - \_\_\_ DA Form 5006 (completed and signed by the cadet)
3. This claim is for **ILLNESS/DISEASE** and includes the following:
  - \_\_\_ CA-2 (completed and signed by the cadet and RTO)
  - \_\_\_ Line of Duty Letter (signed by the RTO)
  - \_\_\_ DA Form 5006 (completed and signed by the cadet)
4. All documents are provided in original form.
5. **REMARKS:**

Signature of RMCO

**Figure J-7**

## SECTION J - CADET PERSONNEL

### RECORD OF CADET COUNSELING

DATE

1. Cadet \_\_\_\_\_, \_\_\_\_ Rgt, School \_\_\_\_\_  
has voluntarily requested withdrawal from the ROTC Advanced Camp on this date.

2. Cadets requesting withdrawal from Advanced Camp must be counseled by their Platoon, Company and Regiment Tactical Officer and Military Institutional Representative. A record of such counseling will be typed or recorded in ink below. Continue comments on a separate sheet of paper if additional space is required. This record of counseling will be reviewed and commented on by the Commandant of Cadets who in turn will have (HQ4RAC Form 35 (Statement of Understanding by Cadet Withdrawing from Advanced Camp)] initiated, if applicable.

#### PLATON TACTICAL OFFICER COMMENTS:

\_\_\_\_\_  
PTO SIGNATURE

#### COMPANY TACTICAL OFFICER COMMENTS:

\_\_\_\_\_  
CTO SIGNATURE

#### REGIMENT TACTICAL OFFICER COMMENTS:

\_\_\_\_\_  
RTO SIGNATURE  
**HQ4RAC Fm 21**

#### MILITARY INSTITUTIONAL REPRESENTATIVE'S COMMENTS:

\_\_\_\_\_  
MIR Signature

#### COMMANDANT OF CADETS ACTION:

1. Recommend release from Advanced Camp.
2. HQ4RAC Form 35 has been initiated.
3. Comments:

\_\_\_\_\_  
COC Signature

**Figure J-8**

## SECTION J - CADET PERSONNEL

DEPARTMENT OF THE ARMY  
FORT LEWIS ROTC ADVANCED CAMP  
Fort Lewis, WA 98433-7200

### STATEMENT OF UNDERSTANDING BY CADET WITHDRAWING FROM ADVANCED CAMP

"I, \_\_\_\_\_, am voluntarily withdrawing from the ROTC Advanced Camp. I have been counseled by my chain of command. I understand that the successful completion of Advanced Camp is an essential part of the advanced ROTC program. I further understand that my voluntary withdrawal is a major breach of my contractual obligation. This can be considered by the Army to be a willful evasion of my contractual duty to complete the required training and to serve my commitment as an officer. This voluntary act on my part will permit the Army to order me to active duty in my enlisted status. Knowing this, I make this decision and accept the consequences of the decision, to include active duty as an enlisted member.

Understanding the above information, I affix my signature to this document on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Cadet's Signature

\_\_\_\_\_  
Cadet's SSN

Witnessed by:

\_\_\_\_\_  
\_\_\_\_\_  
The above Statement of Understanding explained to the cadet and signed in my presence.

\_\_\_\_\_  
**HQ4RAC Fm 35**

**Figure J-9**

## **SECTION J - CADET PERSONNEL**

ROTC-

MEMORANDUM THRU: Commandant of Cadets

FOR: Chief, Cadet Personnel Division

SUBJECT: Advanced Camp Voluntary Withdrawal

I have reviewed the request of Cadet \_\_\_\_\_ for voluntary withdrawal from ROTC Advanced Camp. the Commandant of Cadet's recommendation that this cadet be released from camp is approved. The cadet will be returned to his/her ROTC battalion and placed on a leave of absence pending disenrollment.

Encl

\_\_\_\_\_  
Camp Commander's Signature

**Figure J-10**

**SECTION J - CADET PERSONNEL**

**SECTION J - CADET PERSONNEL**

**EMERGENCY NOTIFICATION WORKSHEET**

Ref Cadet: \_\_\_\_\_  
                    NAME                                    UNIT                    SCHOOL COMPANY

Date/Time Call Received: \_\_\_\_\_

Name of Caller: \_\_\_\_\_

Caller's Phone #: \_\_\_\_\_

Caller's Relationship to Cadet/Cadre: \_\_\_\_\_

Message:   Death ( )   Serious Illness ( )   Serious Injury ( )   Other ( )

Explanation/Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed Name of Receiver

Contacted: \_\_\_\_\_  
                    (Name)   (Time)

Cadre Officer/NCO

or

\_\_\_\_\_  
                    (Name)   (Time)

Camp OD

\_\_\_\_\_  
                    (Name)   (Time)

Cadet Personnel Division

HQ4RAC FM 45  
Mar 95

**Figure J-11**